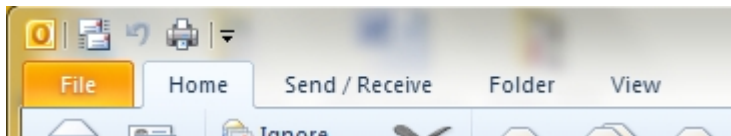
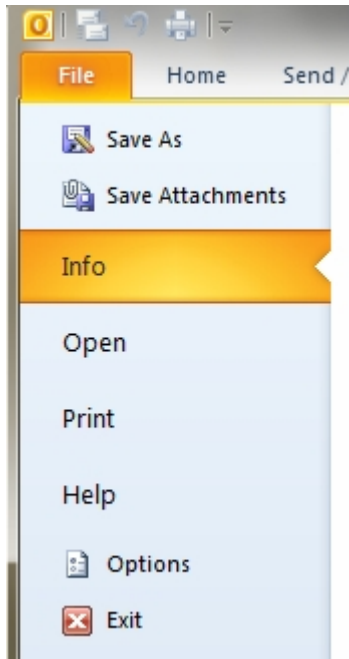


Outlook 2010

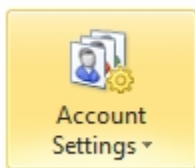


Open your Outlook email program.



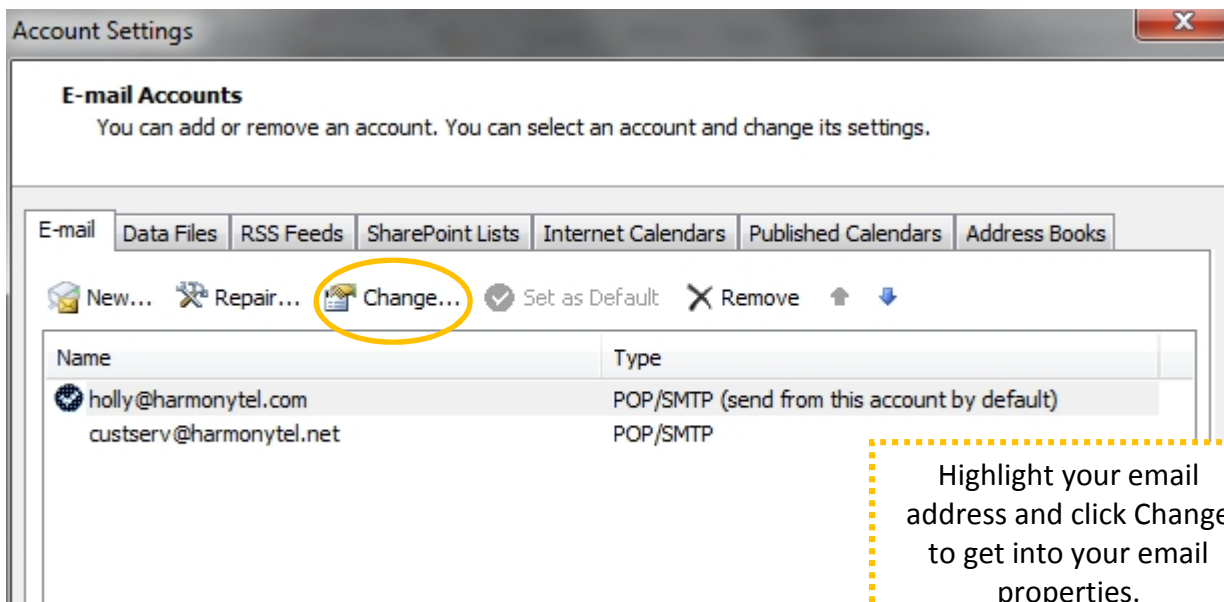
Find the Info tab, should by default be highlighted.

In the main box there will be a header with Account Settings. Click the down arrow and Account Settings.



Account Settings

Modify settings for this account and configure additional connections.



Highlight your email address and click Change to get into your email properties.

Change Account

Internet E-mail Settings

Each of these settings are required to get your e-mail account working.

User Information

Your Name: HTC Customer
E-mail Address: htccustomer@harmonytel.net

Server Information

Account Type: POP3
Incoming mail server: mail.harmonytel.net
Outgoing mail server (SMTP): mail.harmonytel.net

Logon Information

User Name: htccustomer@harmonytel.net
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...
 Test Account Settings by clicking the Next button

More Settings ...

< Back Next > Cancel

Under Logon Information make sure your User Name is your **full email address**.

Internet E-mail Settings

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication
 Use same settings as my incoming mail server
 Log on using
User Name:
Password:
 Remember password
 Require Secure Password Authentication (SPA)
 Log on to incoming mail server before sending mail

Then click More Settings. Under Outgoing Server make sure 'My outgoing Server...' is checked

Internet E-mail Settings

General **Outgoing Server** Connection Advanced

Server Port Numbers

Incoming server (POP3): 995 Use Defaults
 This server requires an encrypted connection (SSL)
Outgoing server (SMTP): 587
Use the following type of encrypted connection: Auto

Server Timeouts
Short Long 1 minute

If the settings didn't change automatically you will want to make sure they match to the left, including 'encrypted connection(SSL)'